



IVANHOE GIRLS'
GRAMMAR SCHOOL
An Anglican School

Application for Enrolment

Applications may be completed online at the School's website:
www.ivanhoegirls.vic.edu.au

PART A

STUDENT INFORMATION

1. Student's Family Name

2. Given Names

3. Preferred Name

4. Date of Birth ____/____/____
5. Student to be considered for year level (e.g. 7) _____
Year of entry (e.g. 2017) _____
6. Religion (optional)

7. Country of Birth

8. Student's Address

9. Language(s) spoken by student at home

10. Is the student of Indigenous/Torres Strait Islander descent?

11. For those students born outside Australia, when was their first year of schooling in Australia?

12. Present School

Suburb _____
13. Present year level

Office Use Only

Date received: _____

Application fee paid: \$ _____

PART B

PARENT INFORMATION

Parent 1 or Guardian

1. _____
Title _____ Family Name _____
Given Names _____
2. Home Address

_____ Postcode _____
3. Postal Address (if different to above)

_____ Postcode _____
4. Occupation _____
Company Name _____
5. Country of Birth _____
6. Contact: Home _____
Business _____
Mobile _____
Email _____

Parent 2 or Guardian

1. _____
Title _____ Family Name _____
Given Names _____
2. Home Address

_____ Postcode _____

**PART B****PARENT INFORMATION Continued****Parent 2 or Guardian**

3. Postal Address (if different to home address)

 _____ Postcode _____

4. Occupation _____
 Company Name _____

5. Country of Birth _____

6. Contact: Home _____
 Business _____
 Mobile _____
 Email _____

Marital Status: (✓ Please tick)

☐ Married/Defacto ☐ Separated/Divorced ☐ Single

Is there a court order or parenting plan in relation to this student?

☐ Yes ☐ No If Yes, please attach a copy.

PART C**PAST PUPIL INFORMATION**

1. Are there siblings who are currently enrolled, or who have applied to enrol, at Ivanhoe Girls' Grammar School? (✓ Please tick)

☐ Yes ☐ No

Sibling(s) currently enrolled:

Name _____

Year Level _____ House _____

Sibling(s) applied to enrol:

Name _____

Year Level _____ Year of Entry _____

2. Are there any close relatives who are past or present pupils of Ivanhoe Girls' Grammar School?

 Name (Given, Family Name, Maiden Name)

 Relationship to applicant

 Years of attendance (e.g. 1980-1986)

 House

PART D**ADDITIONAL INFORMATION**

Are you aware of any special needs your child may have? ☐ Yes ☐ No

Please indicate below by placing a tick in the appropriate boxes:

☐ English as a second language

☐ Individual integration support

Medical condition:

Other:

All applicants must hold Australian Citizenship, Permanent Residency or other appropriate visa. If your daughter was not born in Australia please list visa type and number:

Visa type: _____

Visa number: _____

The completed enrolment application form together with the non-refundable application fee of \$100 (payable by cheque or cash) and a copy of the applicant's birth certificate should be forwarded to:

The Registrar
Ivanhoe Girls' Grammar School
123 Marshall Street
IVANHOE VIC 3079

PRIVACY POLICY

This information is collected within the guidelines of the National Privacy Principles under the Privacy Act. Refer to our website for further details of the Ivanhoe Girls' Grammar School Privacy Policy.

ENROLMENT POLICY SUMMARY

Ivanhoe Girls' Grammar School is an open entry school.

In general, places are offered in the date order that applications are received. Offers of places are confirmed after an interview conducted with either the Principal, Deputy Principal and Head of Senior School or Head of Junior School.

Preference is given to applications in the following situations:

- ☀ Scholarship winners
- ☀ Sisters of current or past students of the School
- ☀ Former students in good standing wishing to return to Ivanhoe Girls'
- ☀ Daughters and granddaughters of past students.

Where preference is given, the application for enrolment is given one year's priority on the enrolment list.

The person(s) signing the Application Form completes an agreement to abide by the rules, procedures and business practices of the School as set out in this document, and in other official School documents, as reviewed from time to time.

I/We the undersigned, agree to be jointly and severally liable for the payment of all accounts rendered by the School in respect of tuition for our daughter(s) and other expenses in accordance with the School's terms of payment.

Signed _____ Signed _____

Date _____ Date _____

To be signed and dated by both parents or guardians (if applicable).



TERMS AND CONDITIONS OF ADMISSION

1. Application for Enrolment

- 1.1** Applications must be made on the School's official Application for Enrolment form or online. While application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to:
reject any application; or
offer a place to any student, irrespective of date of application.
- 1.2** A registration fee of \$100 (non-refundable) to cover administration costs and a copy of the Birth Certificate (or similar documentary evidence of date of birth) must accompany the Application for Enrolment form.
- 1.3** Change of address notification must be given immediately. Failure to do so may result in the School being unable to make contact when a place arises and the cancellation of a student's Application for Enrolment.

2. Admission

- 2.1** The Application for Enrolment form does not in itself constitute an enrolment. Admission to the School is conditional upon a place being available and the Principal being satisfied as to the suitability of the proposed student. Parents will be notified if a place has been reserved for their daughter.
- 2.2** To secure the place, a non-refundable Enrolment Deposit of \$1,000 is payable (refer 2.3).
As part of the enrolment process an interview will be arranged with either the Principal, Deputy Principal and Head of Senior School, or Head of Junior School.
- 2.3** For students entering the School at the beginning of a year, a Confirmation of Enrolment payment will be required to confirm the place. This payment will be one quarter of the annual fees, less the value of the Enrolment Deposit paid previously, and will be due by 1 August in the year prior to entry.
For students entering during the year, Fees in advance will be payable by a date nominated by the School's Director of Corporate Services.
- 2.4** Should a student for whom a place at the School has been accepted and a Confirmation of Enrolment payment made, subsequently be withdrawn from enrolment any amounts paid under clause 2.3 will be refunded as follows:
Where notice in writing of withdrawal is received -
By 1 October in the year prior to entry - 50% of the Confirmation of Enrolment refunded.
After 1 October in the year prior to entry - nil refunded.

3. Fees and Accounts

- 3.1** All communications and accounts will be directed to Parents unless otherwise requested. All Fees are payable in advance in February, April, June and September every year after commencement at the School.
- 3.2** The School has the right to determine, in its discretion, the level of Fees.
Fees are payable by the due date as noted on each fee invoice. Where accounts are unpaid after the due date an administrative charge at a rate determined by the School will apply until the account is paid in full.
- 3.3** Only in exceptional circumstances will a student be allowed to commence a new term if the account for the previous period has not been paid.
- 3.4** Students admitted to the School during a term will be charged Fees on a pro-rata basis for that period.
- 3.5** If a student is withdrawn from the School or is expelled pursuant to clause 4.2, the Parents shall be liable for all unpaid Fees to the date on which the student's enrolment at the School was terminated plus any amount payable pursuant to clause 7.1.
- 3.6** A schedule of the current Fees is included in this booklet and is also available from the School.
- 3.7** Consolidated Charge - to overcome the need for students to bring money to School, there is a charge each term to cover extras where applicable. Examples of items covered by the Consolidated Charge are camps/excursions, School diaries, art and craft, home economics supplies, class text books and materials.
- 3.8** The School does not have insurance for student property.
- 3.9** There is no refund of Fees in the event of student absence, withdrawal or expulsion.
- 3.10** Fees are subject to increase without notice. Every endeavour is made to send a circular letter to all Parents at least a month before any major change in Fees.
- 3.11** The School's Director of Corporate Services is authorised by the School Board to take such action as deemed necessary to recover Fees including interest and recovery costs.

4. Discipline of Students

- 4.1** The School reserves the right to discipline and suspend or expel any student who breaks the School's rules or who, in the opinion of the Principal, is guilty of conduct which brings the name of the School into disrepute.
- 4.2** If, in the opinion of the Principal, it is desirable in the interests of the School that a student should not continue at the School any longer, the Principal may, by notice in writing to the Parents remove the student's name from the School Roll, or debar the student from further attendance.

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TERMS AND CONDITIONS OF ADMISSION Continued

5. Photographs and Filming

Please note that photographs and video footage of students may, from time to time, be included in newsletters, magazines and other routine promotional materials, including online environments, e.g. website, *hive* and social media.

If, for any reason, you do not wish your daughter's name, photo or footage to be used in these promotional materials, please notify the School of this in writing.

6. Development Assessment (St James' House)

Admission to the St James' House Early Learning Centre is subject to parents' acceptance of the following conditions:

- 6.1** Any known or suspected developmental delays or disabilities of the student must be communicated to the School.
- 6.2** The School must be notified immediately if there are any changes in the student's development during the year prior to Three Year Old entry to the St James' Early Learning Centre.
- 6.3** The student must be fully toilet trained before the commencement of the Three Year Old program in February.
- 6.4** If the student does not meet the toilet training requirement she may have to be temporarily withdrawn from the program until she is adequately toilet trained.

Fees will not be reimbursed during this period.

7. Withdrawal of Students

- 7.1** Subject to clause 7.2, one whole term's notice IN WRITING TO THE PRINCIPAL is required of the intended removal of a student from the School. This must be given prior to the commencement of the term, to expire at the end of that term, or 20% of the annual fees in lieu thereof is payable.
- 7.2** Should the School Board increase Tuition Fees during a School term which parents feel they cannot accept, the obligation to give a term's notice of the removal of a student is waived, provided that the Parents state that the rise is unacceptable and give NOTICE IN WRITING of the intended removal within two weeks of the rise in Tuition Fees being announced.

8. Scholarship

- 8.1** The School Board offers scholarships annually. Details may be obtained from the Registrar or from our website.

9. Attendance

- 9.1** Students returning to School after School holidays must join their classes on the dates fixed for resuming. They are not permitted to leave School at the end of a term until the recognised closing date, except with prior permission and under special circumstances.
- 9.2** All students are required to attend morning and special assemblies, occasional services at St James Anglican Church, and religious education.
- 9.3** Students are not permitted at School prior to 8.00am unless on pre-arranged activities. The School does not have teacher supervision prior to this time.

10. Student Support Services

It is our practice that unless otherwise requested by parents, students may self-refer to any of the School's support services including chaplaincy and counselling (with a registered psychologist).

Definitions and Interpretation

"Consolidated Charge" has the meaning given to that term by clause 3.7.

"Fees" means all fees and charges charged by the School and includes but is not limited to Tuition Fees and Consolidated Charges.

"Parents" means parents or guardians as the case may be.

"School" means Ivanhoe Girls' Grammar School (ACN 004 098 748).

"Tuition Fees" means the annual tuition fees determined by the School from time to time.

In these terms and conditions, the singular includes the plural and vice versa.

Agreement

We have read this document and the Privacy Act Collection Notice carefully. We acknowledge that we are bound by its terms and conditions and that we are jointly and severally liable for all Fees stated in each School account for our daughter or ward, regardless of to whom the account is addressed or delivered or who has previously paid the accounts.